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REPLY TO
ATTENTION OF:

**DEPARTMENT OF THE ARMY
REGIMENTAL NONCOMMISSIONED OFFICER ACADEMY
FORT GORDON, GEORGIA 30905-5491**



ATZH-LCA (310-2d)

12 July 2006

MEMORANDUM FOR Regimental Noncommissioned Officer Academy (RNCOA)

SUBJECT: Policy Memorandum #12 - Maintenance of the RNCOA Classrooms and Work Areas

1. This policy letter applies to all military personnel and civilian personnel assigned or attached to the Regimental Noncommissioned Officer Academy (RNCOA). The purpose of this memorandum is to emphasize the importance of enforcing the established policing and maintenance requirements of the RNCOA's classrooms and work areas. These requirements are outlined below and will be enforced effective upon the receipt of this correspondence.

a. Cleanliness of the classroom is a shared responsibility. The group member's role is to clean off all desk tops, dispose of loose paper cups and cans at the end of each break. At the end of the last class, all chairs will be placed on top of the tables.

b. Classroom cleanup will be the responsibility of the Platoon Sergeant. The last thirty minutes of each duty day will be devoted to ensuring that the following areas of concern are accomplished as indicated:

(1) All chairs placed on desk tops. Sweep, damp mop and buff floors.

(2) Empty trash cans in the nearest dumpster. Wipe off the chalkboards (damp wipe) and clean the coffee pot and coffee/soda serving areas.

(3) Clean latrines.

(4) Ensure outside area around classroom is maintained and in a high state of police at all times.

c. All RNCOA outside training areas (WTA, Site 1, 2, and 3) and all classrooms that house/utilize equipment for training purposes will perform normal daily, weekly and monthly PMCS as prescribed on the Maintenance Allocation Chart for each respective item of equipment. The Site Chiefs, Senior SGL's and SGL's will ensure that these checks and services are performed and recorded on the appropriate maintenance forms.

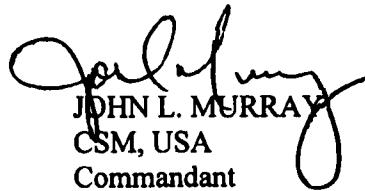
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- d. Cadre will not assign details that will degrade students or assign details ("busy work") that do not meet the standards of normal cleaning of areas.
- 2. The requirements of this memorandum are applicable to the other offices and work areas within the academy and each responsible supervisor will ensure compliance.


JOHN L. MURRAY
CSM, USA
Commandant

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